

# Grant & Project Manager

Home Department: Administration

Type of Position: Full-Time Exempt

Location: NY Tri-State Preferred (Remote will be considered)

Education Requirement: Bachelor's degree preferred

Experience Requirement: Minimum 3-5 years professional experience

## About RIP

RIP Medical Debt was founded in 2014 by two former debt collections executives, who, over the course of decades in the debt-buying industry, met with thousands of Americans saddled with unpaid and un-payable medical debt and realized they were uniquely qualified to help these people in need. They used their expertise and compassion to create a unique way to relieve medical debt: they would use donations to buy large bundles of medical debt and then relieve that debt with no tax consequences to recipients. From this idea came RIP Medical Debt, a New York based 501(c)(3). The results have been spectacular— more than \$10 billion in medical debts eradicated so far, providing financial relief for over 6.8 million individuals and families.

RIP's mission is to end medical debt and be a source of justice in an unjust healthcare finance system, a unique solution for patient-centered healthcare providers, and a moral force for systemic change.

RIP is looking for a Grant & Project Manager to oversee the administration of all grants and contracts from all funding sources including federal, state, and local government agencies. Their secondary responsibility will be to oversee various projects (either one-time or ongoing) for the administration department, especially relating to process improvement, automation, and overall technology. This role is best for someone who has at least 3-5 years of grant management and relevant skills in technology, administration, or operations.

The Grants & Project Manager will spend about 80% of their time on grant work and 20% on other projects. This split may change in the future depending on RIP needs with a heavier emphasis on non-grant projects.

RIP's offices are located in Long Island City NY, just minutes from Manhattan, conveniently located steps away from many major subway lines. The team has implemented and fully embraced a hybrid work environment, working from the office only 3 days per week.

## About the Position

The Grant & Project Manager will be responsible for administration and fiscal reporting of all grants and contracts that have been or may be awarded to the Organization. They will oversee the full lifecycle of each grant, beginning with grant proposal and ending with grant closeout and final reporting. They will report directly to and work closely with VP Finance and Administration. Their main duties will include ensuring timely and accurate operational performance and fiscal reporting. They will also be responsible for optimizing the grant administration process collaborating with key staff, preparing progress reports and budget comparison reports, and ensuring compliance with grant contracts, regulations, and law.

They will oversee all financial reporting and accounting related to the grant funding. They will track expenses and perform reconciliations related to grant accounts, and compile and submit data or documentation required by grant funders.

Secondary duties will include project management within the Administration department on an as-needed basis.

## Duties and Responsibilities

### Grant Management

- Act as the main administrative liaison between grantors/granting agencies and the organization.
- Review grant agreements before they are signed and identify potential risk areas for the Organization.
- Oversee and ensure execution of all deliverables as required for each grant:
  - Develop grant budgets as part of the agreement negotiation phase in collaboration with the accounting team.
  - Understand all requirements and deliverables of each grant and develop a system to track them.
  - Hold regular meetings with team members to review the status of all ongoing grants and ensure timely completion of all deliverables. Monitor and follow up on progress with team members.
  - Oversee daily operations and financial activities connected to grants.
  - Communicate debt acquisition needs with the debt operations department.
  - Monitor grant spend and communicate variances to all relevant team members.
  - Develop and regularly deliver progress reports to stakeholders involved in grant performance.
  - Complete a monthly review of all grant-related expenditures, prepare variance reports and other useful quantitative or qualitative reports as needed.
- Prepare and submit various reports, including but not limited to regular fiscal reporting, invoicing, fund advance requests, and other reporting (e.g., statistics regarding the individuals who have received medical debt relief) as required per grant agreements.
- Ensure all grant deliverables are submitted timely and accurately over the course of grant lifecycle.
- Maintain detailed and well-organized records of each grant activities and outcomes.
- Respond to external or internal inquiries related to ongoing grants.
- Facilitate performance of single audits and other ad-hoc audits, as required.
- Regularly report to VP Finance & Administration on status of all grants. Prepare regular budget comparison reports and forecasts, and other reporting as needed.

### Grant Administration Process Optimization

- Develop, maintain, and update policies, procedures, and systems to facilitate grant management and reporting and ensure compliance with all regulatory, contractual, legal, and financial requirements.
- Collaborate with outside consultants, accountants, and auditors to discuss relevant contract terms, deliverables, and other matters that may arise from time to time. Develop processes and policies, as needed, to formalize work related to grant management.

### Project Management (Administration Department)

- Propose, develop, and deploy process changes to improve efficiency and ensure proper separation of duties within the Administration Department. Cooperate with other team members from the administration or other departments as necessary.
- Partner with departmental leaders to determine and support financial analysis needs.
- Participate in ad-hoc projects related to software and systems improvement as necessary.
- Manage financial aspects of special projects by determining key drivers, performing appropriate analyses and presenting conclusions.

### Qualifications, Skills, and Experience

#### Required:

- Strong knowledge of government grant management and nonprofit financial management. 3-5 years' experience in government grant management.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Excellent time management skills.
- Superior project and team management skills.
- Excellent analytical skills.
- Strong knowledge of CFR-200 and GAAP.
- Advanced Excel skills.
- Experience with at least one major accounting software.
- Demonstrated ability to interact and collaborate with multiple constituencies within the Organization and externally.
- Capacity to work with a high degree of independence.

#### Preferred

- Bachelor's degree in accounting, finance, or nonprofit management preferred.
- Federal grant management certification or other similar training a plus.
- Knowledge of Power BI/DAX, database management a plus.

### Compensation and Benefits

- Annual salary \$105,000-\$115,000 for qualified local candidates (offers to candidates outside of the New York metro area may vary based on the location)
- Hybrid work environment (office work 3 days a week).
- 4 weeks PTO (with additional days granted upon 3<sup>rd</sup> and 5<sup>th</sup> anniversaries).
- Fully paid medical, dental, and vision coverage.
- Employer-paid life insurance, short-term and long-term disability.
- 403(b) retirement plan matching.
- Employee Assistance Program.

### How to Apply

To be considered for the position, email resume and cover letter to [leah@whitetigerconnections.com](mailto:leah@whitetigerconnections.com).

### Equal Opportunity Employer Statement

RIP Medical Debt is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. RIP Medical Debt makes hiring decisions based solely on qualifications, merit, and business needs at the time.